

CTE Skill Certificate Performance

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Computer Technology
Test Number: 250
School:
Instructor's Name:

Students in course:
Students tested:
Date:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled).

1. Use correct keyboarding technique. This includes the following:
 - Eyes on copy or screen, not on keys.
 - Fingers curved and oriented to home row.
 - Correct fingers used for keystrokes.
 - Key with smooth rhythm and quiet hands.
 - Forearms parallel to slant of keyboard; wrists low but not resting on any surface.
 - Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.
2. Use a computer operating system. This includes the following:
 - boot up a microcomputer, create and manage files and folders, execute programs.
3. Use word processing software to create standard business documents.
 - This includes letters, memos, and reports using the following: textual citations, references, inserted textual files; inserted graphics and other objects; changes in margins, text alignment, line spacing, tabs, indents, move, copy, page setup; changes in typeface and emphasis (font, underscore, italics, and boldface); corrections of language mechanics and word usage.
4. Create spreadsheets and manipulate data.
 - This includes the following: format, insert, delete, copy, move, calculate with formulas and functions, sort, create and interpret charts (graphs).
5. Demonstrate an understanding of ethics.
 - This includes the following: an understanding of copyright and license laws, posting Internet information resources, role of Acceptable Use Policy, privacy rights.
6. Access on-line information resources.
 - This includes the following: alphabetical browse, keywords, and Boolean connectors in searches of on-line library catalogs, downloading Internet resources.
7. Use electronic mail.
 - This includes the following: set up a personal e-mail account, receive and read e-mail messages, send e-mail with and without attachments, receive and open attachments to e-mail messages.
8. Create an electronic presentation.
 - This includes the following: a variety of slide layouts, transitions, automatic timing, graphics, text, and correct language mechanics and word usage.
9. Create a project for a different content area using computer technology skills.
 - Include any or all of the following in a pre-approved project to be presented for grading to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic presentation.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: _____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.